



United States Department of the Interior  
OFFICE OF THE SECRETARY  
Washington, DC 20240

IN REPLY REFER TO:  
7202.4-OS-2019-00875

May 21, 2019

Via email: [73613-39682769@requests.muckrock.com](mailto:73613-39682769@requests.muckrock.com)

Emma Best  
MuckRock News  
DEPT MR73613  
411A Highland Ave.  
Somerville, MA 02144-2516

Dear Ms. Best:

On May 21, 2019, you filed a Freedom of Information Act (FOIA) request seeking the following:

Request the following records:

\*Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership.
2. Documents discussing proposals and procedures.
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office.
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation.

- \* A copy of the agency's first perfected (successful) FOIA request
- \* Copies of other FOIA requests filed before the FOIA request described above
- \* Processing notes, search slips and response documents regarding the FOIA requests described above
- \* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests
- \* A copy of the agency's first successful FOIA appeal

- \* Copies of other FOIA appeals received by the agency before the appeal described above
- \* Processing notes, search slips and response documents regarding the FOIA appeals described above
- \* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals

Your request was received in the Office of the Secretary FOIA office on May 21, 2019, and assigned control number **OS-2019-00875**. Please cite this number in any future communications with our office regarding your request.

We have classified your request as a “media use request.” As a “media use requester” you will not be charged for our search or review costs and are entitled to up to 100 pages of photocopies (or an equivalent volume) for free. See [43 C.F.R. § 2.39](#). As a matter of policy, however, the Department of the Interior does not bill requesters for FOIA fees incurred in processing requests when their fees do not exceed \$50.00 because the cost of collection would be greater than the fee collected. [See 43 C.F.R. § 2.49\(a\)\(1\)](#).

You have asked for copies of agency records. According to our regulations, you may choose the format of disclosure for such records. Unless you specify otherwise, the Office of the Secretary will provide copies of responsive records electronically via email or CD-ROM as scanned PDF images when the responsive records exceed 50 pages.

Because we will need to search for and collect requested records from field facilities or other establishments that are separate from the office processing the request, we are taking a 10-workday extension under [43 C.F.R. § 2.19](#). For the same reason, we are placing your request under the “Normal” processing track. [See 43 C.F.R. § 2.15](#).

If you have any questions regarding the status of your request, or any of the issues discussed in this letter, you may contact Cindy Sweeney by phone at (202) 513-0765, by fax at (202) 219-2374, by e-mail at [os\\_foia@ios.doi.gov](mailto:os_foia@ios.doi.gov) or by mail at U.S. Department of the Interior, 1849 C St NW, MS-7328 MIB, Washington, DC 20240. You also may seek dispute resolution services from our FOIA Public Liaison, Clarice Julka.

Sincerely,

Clarice Julka  
Office of the Secretary  
FOIA Officer